

Application for Certification as a Legal Specialist

Congratulations on your successful results on the legal specialization examination. You have completed a major portion of the certification process. The next and final step involves completing this application for review by the Board of Legal Specialization. Should you have any questions as you are filling out this application, please do not hesitate to contact the Department of Legal Specialization at 415-538-2120 or legalspec@calbar.ca.gov.

The deadline for submission of this application is **APRIL 25, 2013.**¹

- MAIL YOUR APPLICATION TO: THE CALIFORNIA BOARD OF LEGAL SPECIALIZATION, STATE BAR OF CALIFORNIA, 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639.
- PLEASE INCLUDE THE \$300 CERTIFICATION APPLICATION FEE
- YOU MAY FIND IT HELPFUL TO REFER TO THE ENCLOSED RULES AND STANDARDS AS YOU COMPLETE THE APPLICATION AND ATTACHMENTS. THESE ARE LOCATED AT WWW.CALIFORNIASPECIALIST.ORG UNDER YOUR PARTICULAR LEGAL SPECIALTY AREA.
- COPIES OF THIS APPLICATION CAN ALSO BE FOUND AT WWW.CaliforniaSpecialist.org.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
THE APPLICATION IS REVIEWED FOR COMPLETENESS BY STATE BAR STAFF	EDUCATION IS VERIFIED	INDEPENDENT & REVIEW (II&R) BEGINS	APPLICATION FORWARDED TO ADVISORY COMMISSION FOR REVIEW AND RECOMMENDATION	RECOMMENDATION FORWARDED TO BOARD OF LEGAL SPECIALIZATION FOR ACTION

The certification process takes an average of **six** months from the date of your application. During this time, references will be requested, and the application will be reviewed by staff, by an advisory commission of professionals in your field, and by the State Bar of California Board of Legal Specialization.

After the Department of Legal Specialization has confirmed receipt of your application, you will be contacted if any portion of the application appears incomplete or if the Board has any questions about your application. When the certification decision is made, you will be notified by letter to your address of record on your State Bar Profile.

¹ You may request a discretionary extension of time from the California Board of Legal Specialization if needed. Please do so in writing and mail to the address above, stating good cause for the extension and a date certain by which you will file the application. Results are valid for three years from the date of the examination. Extensions cannot be granted beyond that date without submitting more recent examination results.

Questions? Contact us at Legalspec@calbar.ca.gov or at 415.538.2120.

How to Avoid Delays

Step 1 The Application is Reviewed for Completeness

If attachments are missing or incomplete, you will be notified.

Step 2 Education is Verified

Have you completed 45 hours of education in your specialty area or equivalent MCLE or scholarly articles? Enclose proper certificates of completion or a description of scholarly articles or publications.

INSTRUCTIONS FOR ATTACHMENT B-1:

Approved education activities are activities either individually approved for legal specialist credit or sponsored by approved legal specialist providers. Providers of approved legal specialist activities are subject to the same reporting requirements as MCLE providers, and must provide you with a certificate of attendance indicating that the activity was approved for legal specialist credit and stating the number of hours of credit you received.

- **If you attend the program**, include with Attachment B-1 a copy of the certificate of attendance that the program sponsor is required to give you. If you need a copy of a certificate, contact the provider, who is required to keep a record of your attendance. If you need a copy of a certificate from a State Bar Sections program, call 415-538-2210.
- **If you were a speaker or taught the program**, include with Attachment B-1 sufficient documentation to verify it (the list of instructors, a letter or certificate from the provider, etc.). As a speaker, you may claim 4 hours of credit for each hour of speaking time (first time only – credit for repeat presentations is limited to speaking time only).

INSTRUCTIONS FOR ATTACHMENT B-2:

Programs not previously approved for legal specialist credit will be reviewed by the Advisory Commission. Enclose sufficient information for the Advisory Commission to determine whether credit should be granted (i.e., promotional materials, a brief description of the program, course outline, list of instructors).

INSTRUCTIONS FOR ATTACHMENT B-2:

Alternate education activities must be reviewed and approved by the Advisory Commission, unless they are audio-visual reproductions of approved programs. Enclose sufficient information for the Advisory Commission to determine whether the activity is eligible for credit (i.e., promotional materials, a brief description of the program, course outline, and/or list of instructors).

Step 3 Independent Inquiry and Review (II&R)

Reference forms are mailed to the individuals you have listed on Attachment C, all of whom must be attorneys. You are encouraged to submit more than the minimum number of references to speed processing of your application.

INSTRUCTIONS FOR ATTACHMENT C (References):

The primary references you provide us are asked to submit two additional names of individuals familiar with your proficiency in the specialty area in which you are seeking certification. If your primary references have not responded, you will be notified.

Questions? Contact us at Legalspec@calbar.ca.gov or at 415.538.2120.

Delays are caused by:

- ✓ **References who are not correctly identified.** Be sure to include each reference's State Bar membership number so that the form is sent to the correct person; some attorneys and judges have similar or identical names. The use of nicknames, incorrect last names (for example, as a result of a change in marital status), or illegible handwriting may result in delays. Bar numbers can be found at www.calbar.ca.gov under Attorney Search.
- ✓ **Ineligible references:** a relative, client, current partner, current associate, current employer or current employee. An associate is defined as an attorney who works in the same firm as the applicant.
- ✓ **References who do not respond quickly or at all.** Make sure the references you provide know that we will be sending them a form and encourage them to return it promptly.
- ✓ **References who decline to comment** for various reasons, such as a reference who is not familiar enough with your work to comment on your proficiency.

INSTRUCTIONS FOR REPORTING DISCIPLINE:

At numbers 9.a and 9.b on the application form, you are required to disclose any attorney or other professional discipline against you by the State Bar of California or other authority authorized to impose professional discipline in California, or in any other state or jurisdiction, including foreign jurisdictions, AND any pending discipline. [for *Immigration and Nationality Law*, also include the Board of Immigration Appeals; for *Bankruptcy Law*, also include any bankruptcy courts; for *Workers' Compensation Law*, also include any workers' compensation forum; for *Taxation Law*, also include the Internal Revenue Service.]

For attorney discipline, list all instances of discipline in which the sanction imposed was public reproof or greater. Include (1) title of disciplinary action (2) action number (3) nature of charge (4) nature of sanction (5) date sanction was imposed and (6) date sanction was terminated. For non-attorney professional discipline (e.g., accountancy), provide information similar to the above.

Step 4 Application is Forwarded to Advisory Commission for Review

The Advisory Commission, after reviewing your employment history, the task and experience attachment(s), your references, discipline (if any), education programs not previously approved, and alternate education activities, may take any of the following actions:

- Recommend Certification – the application proceeds to Step 5.
- Request Additional Information
- Recommend Denial – You will be notified and given the option of providing additional information or withdrawing your application.

Step 5 Recommendations for Certification or Denial are Forwarded to the Board of Legal Specialization for Action

The Board of Legal Specialization reviews the recommendations of the Advisory Commission and may take any of the following actions:

- Grant Certification
- Request Additional Information from the Advisory Commission
- Recommend Denial – You will be notified and given the option of providing additional information or withdrawing your application before the Board action becomes final.

Questions? Contact us at Legalspec@calbar.ca.gov or at 415.538.2120.

Fees

A \$300 fee is required for the processing of this application. The Legal Specialization program is non-profit and required to be self-funding. The annual fee is used for the maintenance and promotion of the program. You may enclose a check payable to “The State Bar of California” or include the credit card authorization to pay by Visa or MasterCard.

Mailing Address

All correspondence is sent to you at your official address of record registered on your State Bar Profile. You can change your address online at www.calbar.ca.gov using My State Bar Profile.

Questions? Contact the Department of Legal Specialization at 415-538-2120 or legalspec@calbar.ca.gov or visit our website, which can be reached by any of the following three methods:

- www.californiaspecialist.org
- ls.calbar.ca.gov
- www.calbar.ca.gov → then choose quick link Legal Specialists

INCLUDED IN THIS PACKET:

Instructions

Credit Card Payment Form (Check, Visa and MasterCard accepted)

Application for Certification

CHECKLIST

Have you:

- ☐ Read the declaration included in the application?
- ☐ Signed and dated the application?
- ☐ Provided all information requested on the application and attachments?
- ☐ Enclosed all attachments?
- ☐ Attached additional sheets if you needed more space?
- ☐ Put your name and your bar number on the top of all attachments?
- ☐ Enclosed the required fee via credit card or check payable to The State Bar of California?
- ☐ Made copies for you records?

Questions? Contact us at Legalspec@calbar.ca.gov or at 415.538.2120.



The State Bar of California Board of Legal Specialization Credit Card Authorization Form

Applicant Information

Bar Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Credit Card Information

☐ Visa

☐ MasterCard

Only Visa and MasterCard credit cards are accepted. If you prefer, you may pay by check payable to "The State Bar of California," rather than filling out this credit card authorization form.

Credit Card Number: _____

Expiration Date (Month/Year): _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

By my signature on this document, I hereby authorize The State Bar of California to charge my Visa or MasterCard account for the amount that I have entered in the "total" box below.

Description	Amount Paid
Post-Examination Application Fee per Certified Specialty - \$300	\$

THE CALIFORNIA BOARD OF
LEGAL SPECIALIZATION
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639
(415) 538-2120
legalspec@calbar.ca.gov

**State Bar of California Program for Certifying
Legal Specialists**

C-O-N-F-I-D-E-N-T-I-A-L

**APPLICATION FOR CERTIFICATION
Family Law Specialist**

04

For Office Use Only
Legal Specialization

PLEASE PRINT OR TYPE. CHECK ALL BOXES THAT APPLY.

1. Name & Address (exactly as they appear on State Bar membership records)	2. Bar Number
	3. Daytime Phone Number ()
	4. E-mail Address

5. I passed the Legal Specialist Examination held in _____ Month _____ Year

Note: This application is only for applicants/attorneys that have passed the Legal Specialization specialty examination. If you have not taken the examination, please register at www.californiaspecialist.org.

6. I am admitted to practice law in the following states(s):	7. At the time of application for certification, I am an active member of the State Bar of California. I have been engaged in the practice of law continuously during the five years immediately preceding the submission of [this] application for certification and, in <u>each</u> of those years, have practiced family law for at least 25% of the time spent in my occupational endeavors. <input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, STOP HERE. You are not eligible to apply.	
		<u>State</u> <u>Date Admitted</u>
		<u>CA</u> _____
		_____ _____

8. The following is a complete statement of my employment since my admission to practice law: LIST MOST RECENT EMPLOYMENT FIRST. ATTACH SEPARATE SHEET IF NECESSARY. ☐ **CHECK HERE IF ADDITIONAL SHEETS ARE ATTACHED.**

Dates of Employment	Employer	Employer's Address	Nature of Employment (summarize nature of work performed)

9. Since your admission to the State Bar of California:

- a. Have you been disbarred, suspended or disciplined by the State Bar of California or similar attorney disciplinary authority or any other authority that imposes professional discipline in California, or in another state or jurisdiction, including a foreign jurisdiction? ☐ Yes ☐ No
- b. Do you have any discipline pending? ☐ Yes ☐ No
- c. Have you had any felony convictions? ☐ Yes ☐ No
- d. Did you resign from any bar, court or body before whom you appear? ☐ Yes ☐ No
- e. Have there been three or more judgments of professional negligence against you? *(If yes, please attach the relevant documents.)* ☐ Yes ☐ No
- f. Have any sanctions, other than discovery sanctions, been entered against you by any court or body before whom you appear? ☐ Yes ☐ No
- g. Have any findings of contempt been made against you by any court or body before whom you appear? ☐ Yes ☐ No
- h. Have you been denied certification or recertification as a legal specialist by the State Bar of California Board of Legal Specialization, or any other certifying body? ☐ Yes ☐ No

IF YOU ANSWER YES TO ANY OF THE ABOVE, YOU MUST PROVIDE FULL DETAILS ON A SEPARATE SHEET. A record of discipline or failure to disclose any of the information requested above may constitute grounds for denial of your application.

DECLARATION

I hereby authorize all educational institutions, governmental agencies and instrumentalities (including bar associations and bar examiners of other jurisdictions), employers and business and professional associates (past and present), to release to the California Board of Legal Specialization and the Family Law Advisory Commission any nonprivileged information, files or records requested by them for the purpose of processing this application. The foregoing release does not apply to matters communicated by me in confidence to any lawyer, spouse, physician, psychotherapist or clergy person for which I have privilege of nondisclosure under the provisions of Chapter 4, Division 8 of the California Evidence Code.

I further authorize the Family Law Advisory Commission to conduct independent inquiry and review as provided in section 9.0 of the Rules.

I agree to pay all fees required by the California Board of Legal Specialization when due.

I agree to abide by all rules and regulations of the California Board of Legal Specialization as amended from time to time and to furnish to the Board and the Family Law Advisory Commission such information as they may require to determine my entitlement to certification.

I am the applicant herein for certification as a family law specialist under the State Bar of California Program for Certifying Legal Specialists. I fully understand that failure to make a truthful disclosure of any fact, item or information required may result in the denial of my application, revocation of my certificate of specialization, or disciplinary action by the State Bar of California. I have carefully read and answered each question completely and truthfully in the foregoing application and any attachments hereto, and certify that the information therein is true and correct to the best of my knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

Date: _____

Print Name: _____ Signature: _____

TASK AND EXPERIENCE REQUIREMENT

ATTACHMENT A

Applicant Name: _____ Bar Number: _____

The Family Law Advisory Commission may require additional evidence of completion of tasks and experience as indicated in this Attachment A.

1. Within the five years immediately preceding submission of this application, I have completed the tasks set forth in at least four of the following five categories: **(CHECK AT LEAST FOUR OF BOXES A - E)**

- ☐ a. Principal counsel in 20 contested family law hearings involving one or more issues set forth in section 2 below, submitted to a court for a decision. **(Not to be considered the same as category b.)**
- ☐ b. Principal counsel in five hearings or trials under the California Family Code which are within the definition of family law in section 1.0 of the Standards, and which are three or more hours in length and involve testimony of witnesses. **FILL IN COMPLETE INFORMATION WITH REGARD TO EACH CASE BELOW OR ATTACH A SEPARATE SHEET DETAILING THE INFORMATION REQUESTED.**

For purposes of sections 1.a through 1.e, **principal counsel** is the attorney who spends a majority of the time on a case in the activities of preparation, review, filing and representing a client at an interview or hearing.

IF YOU HAVE COMPLETED LESS THAN FIVE HEARINGS OR TRIALS, DO NOT CHECK BOX B. YOU MUST CHECK ONE OR MORE OF THE ALTERNATIVE BOXES BELOW.

	TITLE OF CASE	CASE NO.	COURT WHERE HEARD	DATE JUDGMENT ENTERED OR DATE DECISION RENDERED	ISSUES INVOLVED	LENGTH OF TRIAL
1						
2						
3						
4						
5						

OR (ALTERNATIVE TASK AND EXPERIENCE – CHECK ONE OR MORE OF BOXES B1 - B3 IF YOU HAVE NOT COMPLETED THE FIVE HEARINGS OR TRIALS AS DESCRIBED IN SECTION B ABOVE)

Other alternative tasks and experience which substantially comply with the task and experience requirement of section b above, subject to approval of the Family Law Advisory Commission, including, but not limited to: **CHECK THE APPROPRIATE BOXES AND PROVIDE DETAILED INFORMATION ON A SEPARATE SHEET.**

- ☐ b.1 Evidentiary hearings or trials in other practice areas.

- ☐ b.2 Sitting as *pro tem* judge or arbitrator in contested hearings or trials under the California Family Code or within the definition of family law in section 1.0 of the Standards.
- ☐ b.3 Successful completion of a recognized trial advocacy program. *Applicants may substitute a trial advocacy skills workshop for a maximum of two trials, or a non-skills workshop for a maximum of one trial. See enclosed **Trial Advocacy Workshop Guidelines** for further information.*
- ☐ c. Principal counsel in a minimum of 30 negotiated family law judgments or negotiated marital settlement agreements.
- ☐ d. Principal counsel in 30 stipulated temporary family law order.
- ☐ e. Principal counsel and principal author of the briefs in three California family law appeals in which an opinion was filed. **(YOU MUST FURNISH COMPLETE INFORMATION WITH REGARD TO EACH CASE BELOW.)**

	COURT OF APPEALS CASE NO. OR CITATION	TITLE OF CASE
1		
2		
3		

2. Within the five years immediately preceding application, I have been substantially involved in the practice of family law, including actual experience in **each** of the following areas:

- | | |
|---|--|
| a. Restraining orders/domestic violence proceedings | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Dissolution of marriage, legal separation, or nullity of marriage litigation | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Custody of children | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Child support | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Spousal support | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Modification of support | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Division of community property | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Confirmation of separate property | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i. Taxation issues incident to dissolution of marriage | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| j. Contempt and/or enforcement proceedings | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| k. Mediation and/or negotiation of family law disputes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| l. Psychological and counseling aspects of dissolution of marriage | <input type="checkbox"/> Yes <input type="checkbox"/> No |

GUIDELINES FOR TRIAL ADVOCACY PROGRAMS

Standards for Certification and Recertification in Family Law (adopted 12/95)

Under section 2.2.2 of the Standards, applicants may use alternative tasks and experience to comply with the “principal counsel in fine (5) hearings or trials” requirement. One of those alternatives (section 2.2.2.3) is “successful completion of a recognized trial advocacy program.”

When using this alternative, applicants should note the following guidelines:

Applicants may substitute a maximum of two trials by a skills workshop program or one trial by a non-skills workshop program.

All trial advocacy programs must be designed to enhance legal skills and the ability to practice law, and the applicant/attorney must officially register and satisfactorily complete the class. A trial advocacy program must be either:

- A. A skills workshop (e.g., students prepare and present portions of a mock trial and are critiqued) that has the following:
 1. 15 hours of instruction time, which shall include demonstrations with a critique following, plus an additional six (6) hours of actual role-playing participation by the student serving as principal counsel for a party in a mock trial;
 2. one faculty member/teacher of the program for every four students in the participatory portion of the program;
 3. a live presentation with no more than 25% of taped instruction; and
 4. the program must cover the following topics:
 - a. Trial preparation and use of trial notebooks;
 - b. Use and content of a trial brief;
 - c. Motions in limine;
 - d. Use of opening statements;
 - e. Examination and cross-examination of witnesses, including experts;
 - f. Marking exhibits and introducing documentary evidence;
 - g. Foundational requirements for admissibility of evidence;
 - h. Evidence Rules and objections;
 - i. Closing argument; and
 - j. Anticipating appeal.

- B. A non-skills workshop (e.g., students attend a series of lectures and demonstrations that are critiqued) that has the following:
1. 15 hours of instruction time, which shall include demonstrations with a critique following;
 2. a live presentation which has no more than 25% of taped instruction; and
 3. the program must include the topics referred to in section A.4 above.

Either program must be conducted by an individual or group qualified by practical or academic experience.

No credit will be given for the portions of a general civil litigation trial advocacy course devoted to jury selection or voir dire.

Applicants attending programs sponsored by non-approved providers must show that the course complies with section 7.3, Criteria for Approval of Educational Programs, Rules Governing the State Bar of California Program for Certifying Legal Specialists.

EDUCATION REQUIREMENT

ATTACHMENT B Total Educational Reporting

Applicant Name: _____

Bar Number: _____

In order to satisfy the education requirement for certification, you must have completed at least 45 hours of approved education as specified in section 3.0 of the Standards **within the three years immediately preceding submission of this application**. One-half, or 22.5 hours, may be satisfied with alternative educational activities as described in section 6.2 of the Rules.

ON ATTACHMENT B-1, list the educational activities you have attended or taught (excluding alternative educational activities) that were specifically approved for legal specialist credit. Refer to Attachment B-1 for the type of documentation required.

REMEMBER: Courses taken to fulfill the MCLE special topic requirements (legal ethics, substance abuse/mental distress, elimination of bias in the legal profession) CANNOT be used to satisfy the education requirement for certification, although a course in legal ethics that relates specifically to your specialty area may qualify.

ON ATTACHMENT B-2, list the educational activities you have attended or taught (excluding alternative educational activities) that were not specifically approved for legal specialist credit. Refer to Attachment B-2 for a further explanation and the type of documentation required.

ON ATTACHMENT B-3, list any alternative educational activities (section 6.2 of the Rules) that you have completed to satisfy the education requirement. Keep in mind that, with the exception of approved tapes, hours claimed for alternative educational activities are subject to approval by the Advisory Commission.

Summarize your hours in the grid provided below.

SUMMARY OF EDUCATION ACTIVITIES (INCLUDING ALTERNATIVES) (Section numbers refer to specific education requirements set forth in Standards)

AREA	HOURS ATTENDED OR TAUGHT (total from B-1 + B-2)	HOURS OF ALTERNATIVE EDUCATION (total from B-3)	TOTAL
Section 3.1 (at least 9 hours) Dissolution of marriage; contempt and/or enforcement; or mediation and/or negotiation of family law disputes			
Section 3.2 (at least 6 hours) Custody of children			
Section 3.3 (at least 9 hours) Child support; spousal support; or modification of support			
Section 3.4 (at least 12 hours) Division of community property; confirmation of separate property; or taxation issues incident to dissolution of marriage			
Section 3.5 (at least 6 hours) Psychological and counseling aspects of dissolution of marriage			
Section 3.6 (no more than 3 hours) Paternity litigation; adoption litigation; problems of the nonmarital family; writs and appeals from dissolution of marriage; legal separation or nullity of marriage litigation; proceedings to free a minor from the custody and control of parent(s); problems of domestic violence; guardianships of the person or children; law office management of a family law practice			
TOTAL (minimum of 45 hours)			

EDUCATION REQUIREMENT**ATTACHMENT B-1**
Education Approved for Legal Specialist Credit

Applicant Name: _____ Bar Number: _____

On this attachment, list the educational activities you have attended or taught (excluding alternative educational activities as described in section 6.2 of the Rules) that were specifically approved for legal specialist credit. Providers of approved legal specialist activities are subject to the same requirements as MCLE providers, so you should have been provided with a **certificate of attendance** indicating that the activity was approved for legal specialist credit and stating the number of hours of credit you received.

COPY THIS ATTACHMENT IF ADDITIONAL SPACE IS NEEDED.

DOCUMENTATION REQUIRED FOR EACH ACTIVITY: certificate of attendance. The provider is required to give you a certificate of attendance. If you did not receive a certificate, contact the provider.

NAME OF PROGRAM SPONSOR OR APPROVED PROVIDER	NAME OF PROGRAM	HOURS ATTENDED	HOURS TAUGHT	DATE COMPLETED
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	

*Calculate credit for teaching as follows: Next to **HOURS**, put the actual number of hours of speaking time. Check the appropriate box to indicate whether it was your first time presenting the activity or a repeat presentation. If it was the first time, multiply the actual speaking time by 4 and put the result next to **TOTAL**. If it was a repeat presentation, you may claim only actual speaking time. In that case, **HOURS** and **TOTAL** will be the same number.

EDUCATION REQUIREMENT
ATTACHMENT B-2
Education Approved for MCLE Credits Only

Applicant Name: _____ Bar Number: _____

On this attachment, list the educational activities you have attended or taught (excluding alternative educational activities as described in section 6.2 of the Rules) that were **NOT** specifically approved for legal specialist credit but that you believe meet the criteria for approval of educational activities set forth in section 7.3 of the Rules.

COPY THIS ATTACHMENT IF ADDITIONAL SPACE IS NEEDED.

DOCUMENTATION REQUIRED FOR EACH ACTIVITY: Sufficient information for the Advisory Commission to determine whether credit should be granted (for example, promotional materials, a brief description of the program, course outline, list of instructors).

NAME OF PROGRAM SPONSOR	NAME OF PROGRAM	HOURS ATTENDED	HOURS TAUGHT	DATE COMPLETED
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	
			_____ HOURS <input type="checkbox"/> 1ST TIME <input type="checkbox"/> REPEAT _____ TOTAL*	

*Calculate credit for teaching as follows: Next to **HOURS**, put the actual number of hours of speaking time. Check the appropriate box to indicate whether it was your first time presenting the activity or a repeat presentation. If it was the first time, multiply the actual speaking time by 4 and put the result next to **TOTAL**. If it was a repeat presentation, you may claim only actual speaking time. In that case, **HOURS** and **TOTAL** will be the same number.

EDUCATION REQUIREMENT**ATTACHMENT B-3
Alternative Education**

Applicant Name: _____ Bar Number: _____

On this attachment, list the alternative methods you used to satisfy the education requirement. Remember that no more than one-half (1/2) of your requirement can be satisfied in this manner. SEE SECTION 6.2 OF THE RULES FOR LIMITATIONS ON ALTERNATIVE METHODS TO SATISFY THE EDUCATIONAL REQUIREMENT.

If you are submitting activities that require Advisory Commission approval, we recommend that you **SUBMIT YOUR APPLICATION NO LATER THAN FOUR MONTHS PRIOR TO THE DEADLINE.**

The Advisory Commission may require additional information regarding alternative education activities.

ALTERNATIVE EDUCATION	# HOURS REQUESTED
1. Self-verified listening to and/or viewing of a complete audio or audio/visual reproduction of an approved program or program segment. Such tapes must be approved for educational credit and listened to or viewed within the time period for which they were approved. <u>YOU MUST ATTACH A LIST OF YOUR SELF-STUDY ACTIVITIES.</u>	
2. Self-verified participation in other approved audiovisual activities, including interactive video instruction and activities electronically transmitted from another location, such as online education. <u>YOU MUST ATTACH A LIST OF YOUR SELF-STUDY ACTIVITIES.</u>	
3. Writing or editing published articles or books relating to family law. PLEASE SUBMIT A COPY OF THE MATERIALS FOR WHICH YOU ARE CLAIMING CREDIT. The hours of credit to be allowed shall be determined by the Commission after consideration of the amount and quality of the submitted materials.	
4. Teaching a course in the field of family law at an accredited institution of higher education. The hours of credit to be allowed shall be determined by the Commission based upon the amount and quality of professional education involved. NAME OF INSTITUTION: NAME OF COURSE: BRIEF DESCRIPTION: TO WHOM THE COURSE WAS TAUGHT: DATE COMPLETED:	
5. Completion of an advanced postgraduate course at an accredited law school that includes education in family law. The hours of credit to be allowed shall be determined by the Commission based upon the amount and quality of professional education involved. NAME OF LAW SCHOOL: COURSE COMPLETED: DATE COMPLETED:	

INDEPENDENT INQUIRY AND REVIEW

ATTACHMENT C

Applicant Name: _____ Bar Number: _____

I submit the names and addresses of a minimum of three attorneys or judges who have had an opportunity to observe my work and who can attest to my proficiency in the practice of family law.

The references do not include any attorney who is my close relative or who currently is my client, partner, associate, employer or employee.

To expedite your application, please include the following among your references: opposing counsel and judges or commissioners before whom you have appeared in family law proceedings.

All references, communications, reference forms, and information gathered pertaining to the applicant shall be the property of the State Bar and are confidential and no information concerning them and the matter to which they relate shall be given to any person except upon prior order of the Board of Trustees of the State Bar or as provided in the Rules and Regulations.

Include each reference's California bar membership number to insure that reference forms are sent promptly and to the right individual. Bar membership numbers can be found online at www.calbar.ca.gov under Attorney Search.

NAME AND BAR NUMBER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	